

**SOUTHEASTERN MICHIGAN HIV/AIDS COUNCIL
EXECUTIVE COMMITTEE
DETROIT HEALTH DEPARTMENT ROOM DHD AUDITORIUM
July 16, 2003
3:00 P.M. –5:00 P.M.**

MINUTES

Chairperson, Jeffrey Hawkins, called the regularly scheduled meeting of the Executive Committee of The Southeastern Michigan HIV/AIDS Council to order at 3:20 PM in the Auditorium of the Detroit Health Department on Wednesday July 16, 2003. Today's agenda and the minutes of June 11, 2003 were read and approved.

Present

Jeffrey Hawkins, Chairperson
Maxine Lee, Co-Chairperson
Elizabeth Dawsey, Co-Chairperson
Dannie Jones
Keith Meeks
Joy Schumacher
Jonsea Nelson
Catherine Williams
Ronney Bishop

SEMHAC Staff

Karla Handley, Sr. Program Consultant

Health Department Staff

Cynthia Marshall, HIV/AIDS Program
Lydia Meyers, HIV/AIDS Program

Excused

Michael Parent
Mary Ferris
Brenda Stemson
Calvin Scarber

MOMENT OF SILENCE:

CHAIRPERSON'S REPORT:

The Chair raised a point regarding a quorum for the meeting. It was emphasized that actions items would have to be suspended until a quorum was met.

Due to the summer season, the Chair has not been able to meet with Dr. Maseru, Director, Detroit Health Department regarding the Memorandum of Understanding. Work has been completed on the job description of the Community Planning Coordinator. It was determined that a Masters Degree was a requirement for the position. The Council Chair and Vice-Chairs have plans for a conference call with the HRSA Project Officer relative to Technical Assistance. Technical Assistance is being sought for the Scope of Work of the Council, which will enable the Council to negotiate with the consultant for work on the Needs Assessment Process.

For developmental purposes, the Council Co-Chairs are to be included in all meetings with the Grantee. This would lend continuity to the Council and provide insight to the Co-Chairs enabling them to be more effective in their roles.

The issue of Conflict of Interest continues to be explored. The plan is to examine other EMAs and their handling of Conflict of Interest and also how the Conflict of Interest issue should be incorporated into the SEMHAC Bylaws.

COMMITTEE REPORTS:

Needs Assessment: A special meeting was held on June 30, 2003 and a decision was made not to do a full Needs Assessment due to insufficient data being received. HRSA does not require an annual Needs Assessment submission. The committee will focus on underrepresented groups, i.e., MSMs, People over Fifty and Ex-Offenders and use the information anecdotally. Data from last years Needs Assessment will be used for this years Prioritization and Allocation process.

The Chair recommended that Brenda Stemson go to Washington, D.C., with the Grantee, for mandatory training on data collection for interpretation and use.

The Chair encouraged the Needs Assessment Committee to gear up for the upcoming assessment process in order to bring the consultant aboard to develop an instrument to validate collected data for years to come.

Mr. Meeks and Mr. Nelson were invited and attended a 3 ½ hour HIV/AIDS Outreach at Ruth Ellis Center, near Palmer Park in Detroit. They provided information on infection, prevention and risk reduction. It was very worthwhile and they were asked to return each month. The Chair encouraged an effort be made, with service providers, to do more outreach of this type and applauded the members for their efforts.

Long Range Planning: The Long Range committee has had problems in contacting other committees in order to move forward with their work. The committee has lost its Co-Chair and a number of its Champions in recent months. A positive publication and media effort is needed from Media Marketing that should include a prevention component. SEMHAC does not have a table but will distribute information at this years Hotter Than July event.

Ms. Handley provided an update on the efforts to reestablish a SEMHAC Website.

PWC: PWC was asked to draft a letter for HOPWA to be included in HOPWA's Welcome Package. The letter is drafted and ready for dissemination upon approval by the committee. The letter is an invitation to attend PWC meetings. A PWC New Member Orientation is being developed and planned for the near future.

Nominations & Bylaws: The Bylaws have been completed. The document will be mailed to the Council membership 30 days prior to the September Council meeting for adoption.

The issue of a SEMHAC Legal Counsel was raised and its necessity to Planning Council work. It was suggested that the issue be included in the Technical Assistance conference call with HRSA.

E valuation: No Report

Resource & Development: The committee has mailed its survey and has begun receiving responses. The information will be used to do a Resource Inventory and assist in the prioritization and Allocation process. A budget for March – June 2003 has been provided by staff and will be presented at the next Full Council meeting. It was recommended that Resource Development and Prioritization and Allocation investigate the transportation, food and Child Care criteria. It was also recommended that light snacks be provided at meetings in place of complete meals.

Prioritization and Allocation: The Committee Chair expressed frustration with making quorum at meetings. As a result the Chair is left essentially alone to do the committee's work. It was suggested that a meeting be held with the Council Chair, Committee Chair and the Grantee to determine the approach to be taken to complete the Prioritization and Allocation process.

Media Marketing: No Report

NEW BUSINESS: The job description for the Community Planning Coordinator has been completed and the position has been posted.

It was suggested that SEMHAC engage in quarterly meetings with other City of Detroit Health Officials. The feeling exists that SEMHAC should become more visible and become more informed on HIV/AIDS activities taking place in the community. The Chair suggested that most of these concerns could be addressed when Dr. Maseru, Director, Detroit Health Department, begins attending SEMHAC Full Council Meetings on a regular basis

NEXT MEETING: Wednesday, Aug 13, from 3-5 PM in the 7th Floor Chapel of the Detroit Health Department.

ADJOURNMENT: Meeting was adjourned at 5:00 PM.

Minutes transcribed by Kamau Akinyele _____
Date _____

Co-Chair Signature _____
Date _____